

Renew Your Passport

By Mail!



Who is Eligible?

- Passport was issued when you were age 16 or older; and
- Passport is **not damaged**, and is currently in your possession; and
- Passport was issued in your current name (or you can document the legal name change); and
- Passport was issued within the last 15 years (and was valid for ten years); and
- You have a valid mailing address in Mainland China (**Hong Kong, Macau and Taiwan excluded**).

You may renew your passport by mail if you meet the requirements – even if it has expired.

More Information

Email: GuangzhouACS@state.gov

Website: <https://china.usembassy-china.org.cn/>

Register today at <https://step.state.gov>

Keep current on voting-related news and subscribe to our Voter alerts. Sign up at [FVAP.gov](https://fvap.gov)

Who is NOT Eligible?

- First time adult passport applicants; or
- Minor passport applicants (under the age of 16); or
- If your current passport is lost, stolen, or damaged.**



If you are not eligible, please make an appointment with the U.S. Embassy or Consulates by scanning the QR code.

How to Apply

Step 1: Complete your DS-82 online (scan the QR code).

* Please enter a local phone number, an email address, emergency contact information and all other names you have used (if applicable).



Step 2: Pay application fee online (scan the QR code). Cash and personal checks are NOT accepted.

Book only: \$130.00

Card only: \$30.00

Book and card: \$160.00



Step 3: Send the documents below to our office by mail:

- 1) A photocopy of your passport biodata page and signature page
- 2) A photocopy of endorsement page (page 27 or page 51)
- 3) Printed DS-82 form with original signature and date
- 4) Passport photo (scan QR for requirements)
- 5) Receipt of Pay.gov online payment



Mailing address:

美国驻广州总领事馆公民部

广州市天河区珠江新城华就路 43 号

邮编 510623

电话 020-3814 5775

**** Do NOT mail your passport at this time. This is a special requirement in China.****

Step 4: The processing time for routine passport renewals is about 6 weeks. You will receive an email when your new passport is ready. *If you have urgent travels within 4 weeks, attach a separate sheet listing your travel plan. We may issue you an emergency passport limited to one year. It **may not be accepted by some countries**. See www.travel.state.gov for country specific information.

Step 5: Mail in your U.S. passport and include recipient's name, cell phone number and mailing address in Chinese characters.

Step 6: We will cancel your previous passport and mail it back with your new passport.